

The BUStop

MAKING THE CONNECTION

Featured Article

As I discussed with you at the BUS Division meeting on October 28, 1996, BUS had a very successful FY 1996. Notwithstanding the trauma of the Fall of 1995 reduction-in-force we were able to improve our performance in supporting our customers in all functional areas. The University of California will recommend a rating for the UC Contract Appendix F Performance measures of Far Exceeds in the Financial, Property and Procurement functional areas to DOE. This is a remarkable accomplishment about which everyone should feel good.

We, as an organization, are expected to continually improve the quality of the service we provide and to become more cost effective. We've made great strides in our processes and systems but there is always room for improvement. We will continue to look for ways to truly take work off the table not just off the BUS plate onto someone else's. You'll recall that at the BUS meeting I showed several examples of improved cycle times while at the same time demonstrating significant cost reduction.



We're on the right track. If we can implement the following and other initiatives during FY 1997 that I discussed at the Division meeting, we will continue to demonstrate that we are truly committed to supporting the Laboratory's science and technology programs.

FY 1997 Initiatives

- Space Recharge System (BUS-1)
- Resource Planning Module (On-line Planning/Forecasting Process) (BUS-2)
- Standardized Indirect Budget Process (BUS-3)
- Bonded Storage Warehouse for Nuclear Materials and Stockpile Management Program Offices (BUS-4)
- On-line Total Integrated Procurement System (TIPS) (BUS-5)
- Individual Accountability for 100% of Property Numbered Items on PAIRS (BUS-6)

- Resource Planning Module (On-line Planning Forecasting System) (BUS-7)
- Total Integrated Procurement System (TIPS) (BUS-7)
- Standardized Salary Management Process (BUS-8)

I appreciate the tremendous amount of work that each BUS employee is called on to do on a daily basis. I share your pride in a job well done. I welcome suggestions for improvements. Don't be bashful!

Allan Johnston, Division Director

Award Program Update

DOE has given approval to proceed with a separate award program for contractors associated with companies such as TAD, Ray Rashkin, Butler, Weirich, and others. Each contractor company has been asked to submit a proposal to the Lab describing how they will establish and implement the program. Carol Trask (HR) is working closely with Phil Kimbrough and Tom Christopherson (BUS-5) to establish the contractor program. We'll keep you posted on the

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developments in future issues of BUStop.

With the start of the new fiscal year, we'd like to take this opportunity to remind you that the Los Alamos Award Program is alive and well. Nominations are due by the 1st of each month to the BUS-8 group office. As you already know, anyone in BUS can make a nomination. You can now access the Nomination Form on the Web. Just find your way to the "Human Resources Division" homepage, click on "Information & Resources", and you'll find the "Los Alamos Awards." From there, just click on "Program Guidelines" and then the "Nomination Process." Finally, click on "Awards Nomination Form." If you don't want to go to the Web, contact your representative for a copy.

Congratulations to the following individuals who were recognized in September for their contributions:

Frank Stonehouse has been a major contributor and leader in furthering the Laboratory's Diversity Program as well as single-handedly developing the EES Diversity Program. "Frank has educated many of us in what diversity really means and helped us to appreciate and respect the differences in all people," says Bennie Gonzales, BUS-8 Group Leader. "It takes much extra time, energy, and effort to accomplish all that Frank has done for the Laboratory and his EES host organization. He's done a fantastic job and both

EES and BUS want to recognize him for his efforts.

Doug Sankey assumed the role of BTL in CST Division under extremely difficult and challenging circumstances. "While still employed at Rocky Flats, Doug took on some major customer, personnel and financial issues that were facing CST," says Bennie Gonzales, BUS-8 Group Leader. "These problems were, without a doubt, some of the most difficult and painful that the group had faced in trying to meet the needs of a customer. We had to find a senior level person that would deal with a multitude of issues and get them turned around quickly. After less than a year, Doug has done a marvelous job of solidifying his team, gaining the customer's confidence, and getting CST back on a solid financial track."

Safety First!

LADIES! PLEASE WEAR THOSE SENSIBLE SHOES!

A frequent cause of winter injuries is slipping on snow or ice. The snow crew finds it almost impossible to make all the ice and snow disappear, no matter how hard they try. Please wear shoes with good tread when you are outside, and there is a likelihood of slipping. They may not look "fashionable", but neither will a full leg cast or crutches!

Steve McCleary, Facility Manager, BUS Division

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MICE LOOKING FOR A WINTER HOME!

It is the time of year that mice enter the building looking for a warm place and food for the winter. Call your Facility Manager, Steve McCleary, at 7-8363 to have mouse traps set or picked up. Keep food in mouse-proof containers, keep your area clean, return those dirty dishes to the cafeteria, etc. to keep the temptations down for the little critters.

Steve McCleary, Facility Manager, BUS Division

We Caught You Doing Something Right

ALICE TRAVIS

Over the last few days, BUS-4 has been working to get quotes on electric forklifts. Admittedly, we were not quite sure where to go, or how to handle the situation. Alice Travis voluntarily provided excellent assistance to our staff. This is not surprising! Alice has always provided wonderful customer service to us whenever we've needed help.

We wish to commend Alice for the excellent assistance she provided. We were able to obtain several quotes on electric forklifts, and can now complete the task at hand. Alice is truly a

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team player and should be recognized for her outstanding efforts.

Carol A. Smith, Group Leader, BUS-4

MARK BACKUS

I am writing to let you know how much I appreciate the excellent customer service provided by Mark Backus. He far exceeded my expectations in handling the procurement for the new foam machine in BUS-4. He was able to solve problems by working with and engaging the vendor. He willingly shared his time with us. He constantly went the extra mile for BUS-4, the customer. He understood the importance of the purchase, he understood our time constraints, he understood the importance of communicating with us. He often appeared in my office to let me know exactly what was going on.

I really appreciate the quality service Mark provided. He took the time and personal effort to help us. He was always there for us.

Carol A. Smith, Group Leader, BUS-4

GERRY BONE

I was pleasantly surprised to find that your team was able to get a year-end \$31K purchase processed and out the door in one day during this silly season. Thank you for the good service and quick turn-around. Keep up the good work!

Doug HefeLe, Plant Mechanical Engineer, FSS9

JUST A FREINDLY REMINDER

The next QUEST 2001 class will be held at the SM-30 Warehouse January 14-16, 1997. If you are interested in getting more information and/or attending, please contact Jan Frensdorf at 5-0464 or e-mail frenzy@lanl.gov.



Holiday Party

Please join us in the Business Operation's 1996 "Holiday" Celebration

Tickets on sale Now
\$12.50 per person

Date: Friday, December 13, 1996
Time: 7:30 p.m. to 12:00 a.m.
Place: DoubleTree Ballroom
3347 Cerrillos Rd, Santa Fe

Music by: Cuarenta y Cinco
Food to be provided

GRAND PRIZE DRAWING:
Two Round Trip Tickets to Las Vegas

Reserve your rooms for a \$59.00 Holiday Rate

To purchase/reserve your tickets contact Holiday Committee members:

Julie Romero, 7-1174, BUS-5
Pam Garcia, 7-8565, BUS-5
John Tapia, 5-1477, BUS-8
Annette Vigil, 7-1215, BUS-3
Clyde Hayes, 5-8063, BUS-6
Yvonne Gonzales, 5-8099, BUS-6
Kurt Tiefa, 7-6861, BUS-2

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Dilbert

